

AIR NATIONAL GUARD MILITARY (AGR) VACANCY ANNOUNCEMENT

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| HUMAN RESOURCES OFFICE KANSAS NATIONAL GUARD 2722 SW TOPEKA BLVD TOPEKA, KS 66611-1287 | DATE 07 DEC 2017 | ANNOUNCEMENT NO. 13-2018 |
| OPEN TO CURRENT MEMBERS OF THE KANSAS AIR NATIONAL GUARD | APPLICATIONS WILL BE ACCEPTED UNTIL 26 DEC 2017, 1600 HRS | |
| MILITARY POSITION TITLE & NUMBER RETENTION OFFICE MANAGER #00834569 | MIL AFSC & GRADE 8R200/MSGT | APPOINTMENT FACTORS See Below |
| LOCATION OF POSITION 190 TH FSS FORBES FLD, TOPEKA KS 66619 | MINIMUM RANK TSGT | MAXIMUM RANK MSGT |
| SELECTING SUPERVISOR Maj Casey Montgomery, FSS Commander, 785-861-4134, casey.j.montgomery.mil@mail.mil | | |

AFSC SPECIALTY SUMMARY

Organizes and conducts programs to recruit sufficient personnel to satisfy the requirements of the United States Air Force. Related DoD Occupational Subgroup: 150100.

AFSC DUTIES & RESPONSIBILITIES

For RegAF, related duties include Health Professions Recruiter, Line Officer Accessions Recruiter, Military Entrance Processing Station (MEPS) Liaison NCO, Squadron Trainer, MEPS Liaison Supervisor, HQ AFRS and Recruiting Group staff and Air Force Recruiting School Schoolhouse Instructor. For AFR, related duties include In-Service Recruiters (to include In-Service/Line Recruiters), Health Professions Recruiters, Officer Accessions Recruiters, Critical Skills Recruiters, and staff positions graded at E-7.

Provides marketing support to assigned recruiters. Develops marketing information sources such as employment agencies, driver's license and job advertise lists, high school and college student lists and separation reports, in securing names of potential prospects for active duty enlistment, commissioning and the Air Force Reserve Officer Training Corps. Plans and conducts recruiter marketing training to include mini-jet training and hands-on television and radio station spots. Conducts training and evaluates enlisted accessions recruiters' oral and film presentations to target audiences at high school and college campuses. Assists the operations flight commander in the management of the advertising and community relations budget.

Develops publicity programs. Plans, directs and evaluates sales promotional projects using media such as direct mail, press, radio and television presentations. Writes copy and edits simple news stories and photograph captions. Prepares and monitors enlisted accessions recruiters' presentations of Air Force orientations to civic, social, educational and student organizations.

Develops community relations programs. Plans, organizes and provides support for recruiter special events such as state and municipal ceremonies, exhibits, fairs, parades, centennials and sporting events. Develops Air Force media products to maintain liaison with media outlets, civic groups and local organizations in support of recruiting objectives.

Performs MEPS liaison and production management duties. Ensures proper coordination between the Air Force and MEPS commander and proper scheduling of Air Force applicants to the MEPS is accomplished. Assists in obtaining the initial classification for Air Force applicants. Coordinates on recruiting operational matters and interprets recruiting directives for assigned units.

QUALIFICATIONS

1. Applicant must meet all requirements of ANGI 36-101.
2. Applicant must meet the physical requirements of AFI 36-2905, prior to being placed on AGR tour.
3. Applicant should be able to complete 20 years of active duty service prior to mandatory separation.

OCCASIONAL AGR TOUR MAY CONVERT TO CAREER

4. Military grade will not exceed the maximum authorized grade on the unit manning document.
5. Initial tours will be 3 years. Follow-on tour lengths may be from 1 to 6 years.
6. Knowledge. Knowledge of the organization, mission, policies, and history of the United States Air Force is mandatory.
7. Education. For entry into this SDI, completion of high school or general educational equivalency is mandatory.
8. Experience. For entry into this SDI, prior qualification in SDI 8R000 with a minimum of 36 months of experience.
9. Must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.
10. No history of emotional instability, personality disorder, or other unresolved mental health problems.
11. No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
12. Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, *Vehicle Operations*.
13. Must attain/maintain training standards and task certifications according to specific duty position JQS and IAW AFRSI 36-2201, *Air Force Recruiting Service (AFRS) Training Program*.
14. No record of conviction by summary, special, or general courts-martial.
15. No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of malpractice or misconduct as defined in AFRSI 36-2001, *Recruiting Procedures for the Air Force*, engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, *Professional and Unprofessional Relationships*, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates.
16. Must meet additional mandatory requirements for AFSC entry on attachment 4 of AFECD
 - a. Must be able to lift more than 40 LBS
 - b. ASVAB requirements: G ≥ 24
 - c. PULHES: 111321

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the 190 Force Support Squadron, ATTN: Full Time Manning, 5920 SE Coyote Drive, Forbes Field, Topeka, KS 66619 or email your application to usaf.ks.190-arw.mbx.agr-applications@mail.mil.

Applications will include:

1. **Recent Report of Individual Fitness from the Air Force Fitness Management System (AFFMS)**
2. **Signed NGB Form 34-1, Application for Active Guard Reserve (AGR) Position**
3. **Record Review RIP (from vMPF)**

NOTE:

1. *Failure to provide all the required documents will result in application being returned without further action.*
2. *Applicants must sign NGB Form 34-1; failure to sign the form will result in application being returned without further action. NOTE: Please ensure 34-1 reflects Tour Announcement number, current telephone number and all AFSCs for which you are qualified.*
3. *If selected for the job, member must have a current passing fitness and AGR physical prior to being placed on AGR tour.*

FOR FURTHER INFORMATION:

For questions regarding the specific vacancy and position, contact the selecting supervisor. For questions regarding the application process, please contact SSgt Paula Conley, 190 FSS/FTM, DSN: 720-4153, COMM: 785-861-4153.

EQUAL EMPLOYMENT OPPORTUNITY:

All qualified applicants will receive consideration for this position without discrimination for any non-merit reason such as race, sex, religion, national origin, lawful, political or other affiliations, marital status, age or membership/non-membership in an employee organization.